



State of New Jersey

DEPARTMENT OF EDUCATION
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RICHARD J. CODEY
Acting Governor

LUCILLE E. DAVY
Acting Commissioner

September 30, 2005

TO: Chief School Administrators
Charter School Lead Persons
Principals
Education Director, Department of Human Services
Education Director, Department of Corrections
Education Director, Juvenile Justice Commission

FROM: Lucille E. Davy
Acting Commissioner

SUBJECT: Teacher Professional Development Requirement

This September marks the end of the first five-year cohort of New Jersey's required professional development initiative for classroom teachers and educational services personnel. The recent study of the initiative conducted by Rutgers University makes clear that most teachers were on track to meet the requirement to accrue 100 hours of professional development within five years. On January 25, 2005 notice was sent regarding reporting any non-compliance with the professional development requirement.

Districts, charter schools and other public agencies providing education services will report the names and positions of those teachers who have not fulfilled the requirement and will provide details about the array of actions taken to encourage compliance. The regulations indicate that the districts must provide continuous monitoring, constructive support and timely intervention using sound and accepted principles of progressive supervision, as well as using existing laws and rules to the fullest extent (*N.J.A.C. 6A:9-15.5a*). Attached please find a reporting form to assist in this documentation.

The following information is to be provided to the department through the county superintendents by October 14, 2005:

- The names, positions and years of service of the instructional and/or educational services staff who have failed to satisfy the professional development requirement;
- Comments or any extenuating circumstances;
- A description of the district actions/programs provided to assist and support teachers' efforts to meet the professional development requirement; and
- A description of the district actions taken to address noncompliance for each individual listed as failing to meet the professional development requirement.

The department is receiving questions about consequences for those educators in this group who have not satisfied the professional development requirement within the five-year period. The regulations are clear that it is a district responsibility to monitor teachers' compliance and provide for progressive supervision to ensure that teachers accrue 100 hours of professional development. The department will gather data and track compliance across the state so that we may better plan and prepare for any revisions to the initiative governing required professional development for teachers.

Thank you for your cooperation with this effort to assess statewide compliance with this initiative. If you have questions or need additional information, please contact Dr. Wendi Webster O'Dell at 609-633-8014 or wendi.webster-odell@doe.state.nj.us.

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